

## **Glossary**

### **Abrogate**

A request to eliminate a position. Once a position is abrogated, it cannot be administratively reinstated. If the body of work returns, a department must request new position authority from the City Council.

### **Allocation**

The expenditure amount planned for a particular project or service that requires additional legislative action or appropriation before expenditures are authorized.

### **Appropriation**

A legal authorization granted by the City's legislative authority (the City Council) to make expenditures and incur obligations for specific purposes.

### **Biennial Budget**

A budget covering a two-year period.

### **Budget - Adopted and Proposed**

The Mayor submits to the City Council a recommended expenditure and revenue level for all City operations for the coming fiscal year as the Proposed Budget. When the City Council agrees upon the revenue and expenditure levels, the Proposed Budget becomes the Adopted Budget, funds are appropriated, and legal expenditure limits are established.

### **Budget - Endorsed**

The City of Seattle implements biennial budgeting through the sequential adoption of two one-year budgets. When adopting the budget for the first year of the biennium, the Council endorses a budget for the second year. The Endorsed Budget is the basis for a Proposed Budget for the second year of the biennium, and is reviewed and adopted in the fall of the first year of the biennium.

### **Budget Control Level**

The level at which expenditure levels are controlled to meet State Budget Law provisions, generally at the Line of Business level.

### **Budget Guidance Statement (BUGS)**

Statement is used to ask the Mayor to incorporate some policy interest into the development of his proposed 2007 – 2008 biennial budget.

### **CAFR or Comprehensive Annual Financial Report of the City**

The City's annual financial statement prepared by the Department of Executive Administration.

**Capital Improvement Program (CIP)**

Annual appropriations from specific funding sources are shown in the City's budget for certain capital purposes such as street improvements, building construction, and some kinds of facility maintenance. These appropriations are supported by a six-year allocation plan detailing all projects, fund sources, and expenditure amounts, including many multi-year projects that require funding beyond the one-year period of the annual budget. The allocation plan covers a six-year period and is produced as a separate document from the budget document.

**Chart of Accounts**

A listing of expenditure, revenue, and other accounts describing and categorizing financial transactions.

**Community Development Block Grant (CDBG)**

A U.S. Department of Housing and Urban Development annual grant to Seattle and other local governments to support economic development projects, low-income housing, and services in low-income neighborhoods.

**Cumulative Reserve Subfund (CRF)**

A significant source of ongoing local funding to support capital projects in general government departments. The CRF consists of two accounts: the Capital Projects Account and the Revenue Stabilization Account. The Capital Projects Account has four existing subaccounts: REET I, REET II, Unrestricted, and South Lake Union Property Proceeds. There are two new subaccounts proposed in the 2005 budget - the Asset Preservation Subaccount, Fleets and Facilities and the Street Vacation Subaccount. The Real Estate Excise Tax (REET) is levied on all sales of real estate, with the first .25% of the locally imposed tax going to REET I and the second .25% to REET II.

**Debt Service**

Annual principal and interest payments the City owes on money it has borrowed.

**Errata**

Adjustments, corrections, and new information sent by departments through the Department of Finance to the City Council during the Council's budget review as an adjunct to the Mayor's Proposed Budget. The purpose is to adjust the Proposed Budget to reflect information not available upon submittal and to correct inadvertent errors.

**Full Time Equivalent (FTE)**

A term expressing the amount of time for which a position has been budgeted in relation to the amount of time a regular, full-time employee normally works in a year. Most full-time employees (1.00 FTE) are paid for 2,088 hours in a year (or 2,096 in a leap year). A position budgeted to work half-time for a full year, or full-time for only six months, is 0.50 FTE.

**Fund**

An accounting entity with a set of self-balancing revenue and expenditure accounts used to record the financial affairs of a governmental organization.

**Fund Balance**

The difference between the assets and liabilities of a particular fund. This incorporates the difference between the revenues and expenditures each year.

**General Fund**

A central fund into which most of the City's general tax revenues and discretionary resources are pooled, and which is allocated to support many of the operations of City government. Beginning with the 1997 Adopted Budget, the General Fund was restructured to encompass a number of subfunds, including the General Fund Subfund (comparable to the "General Fund" in prior years) and other subfunds designated for a variety of specific purposes. These subfunds are listed and explained in more detail in department chapters, as well as in the Funds, Subfunds, and Other section of the budget document.

**Grant-Funded Position**

A position funded 50% or more by a categorical grant to carry out a specific project or goal. Seattle Municipal Code 4.04.030 specifies that "categorical grant" does not include Community Development Block Grant funds, nor any funds provided under a statutory entitlement or distribution on the basis of a fixed formula including, but not limited to, relative population.

**Green sheet** is required if you want to accomplish any of the following:

- To change any expenditures from Mayor's Proposed budget.
- To change any revenues from Mayor's Proposed budget.
- To impose a budget proviso.
- To amend the Mayor's Proposed CIP.
- To add or cut a position from Mayor's Proposed budget, or change from full-time to part-time or vice versa, or to change position title, or to change dollar amount(s) because position will begin earlier or later in the year, or other change related to a position.
- To provide for Budget Committee vote on each piece of budget-related legislation, whether you recommend amendment(s) or not.

**Line of Business**

A group of programs within a department, aligned by common purpose.

**Neighborhood Matching Subfund (NMF)**

A fund supporting partnerships between the City and neighborhood associations to produce neighborhood-initiated planning, organizing, and improvement projects. The City provides a cash match to the community's contribution of volunteer labor, materials, professional services, or cash. The NMF is administered by the Department of Neighborhoods.

**Operating Budget**

That portion of a budget dealing with recurring expenditures such as salaries, electric bills, postage, printing, paper supplies, and gasoline.

**Position/Pocket Number**

A term referring to the title and unique position identification number assigned to each position authorized by the City Council through the budget or other ordinances. Positions may have a common title name, but each position has its own unique identification number assigned by the Records Information Management Unit of the Personnel Department at the time position authority is approved by the City Council. Only one person at a time can fill a regularly budgeted position. An exception is in the case of a jobshare, where two people work part-time in one full-time position.

**Program**

A group of services within a department, aligned by common purpose.

**Proviso**

Language in budget bills that places a condition on the use of appropriations.

**Reclassification Request**

A request to change the job title or classification for an existing position. Reclassifications are subject to review and approval by the Classification/Compensation Unit of the Personnel Department and are implemented upon the signature of the Personnel Director, as long as position authority has been established by ordinance.

**Reorganization**

Reorganization refers to changes in the budget and reporting structure within departments.

**Statement of legislative intent (SLI)**

Appropriate when used to supplement Council's actions in approving the budget, such as to:

- Explain an action, such as providing a rationale for a budget cut.
- Set City policy, such as specifying how a program is to operate.
- Call for additional study, such as requiring a report analyzing the effectiveness of a new program.
- Create a work program for the Executive and/or the Council, such as calling for a study of a new concept or approach.

**SUMMIT**

The City's central accounting system managed by the Department of Executive Administration.

**Sunsetting Position**

A position funded for only a specified length of time by the budget or enabling ordinance.

**Supplemental Budget**

Any legislative change to the original budget appropriations.

## **Supplemental Ordinance**

The mechanism that Council uses to re-balance *current* year budget, to take account of unanticipated revenues and expenditures, mostly in General Subfund. So this fall, the Council will pass the 2005 Supplemental as it adopts the 2006 budget.

## **TES (Temporary Employment Service)**

A program managed by the Personnel Department. TES places temporary workers in departments for purposes of filling unanticipated, short-term staffing needs, such as vacation coverage, positions vacant until a regularly-appointed hire is made, and special projects. TES placements are not shown separately in the budget document because departments may utilize regular position authority already authorized in the budget to fill these types of short-term needs.

## **Type of Position**

There are two types of positions authorized through the position lists adopted at the same time as the budget. They are identified by one of the following characters: **F** for **Full Time** or **P** for **Part Time**.

Temporary/Intermittent positions are not included in the position lists, but information about these types of positions is included here in the interests of clarity.

- **Regular Full Time** is defined as a position budgeted for 2,088 compensated hours per year, 40 hours per week, 80 hours per pay period, and is also known as one full-time equivalent (FTE).
- **Regular Part Time** is defined as a position designated as part time, and requiring an average of 20 hours or more, but less than 40 hours of work per week during the year. This equates to an FTE value of at least 0.50 and no more than 0.99.
- **Temporary/Intermittent** is defined as a temporary, emergency, or short-term position. The term includes persons employed in seasonal or intermittent positions, and those employed less than an average of 20 hours per week during a year. Temporary/intermittents can have an FTE value of 0.01 to 1.00.